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To: **Distribution** **Date:** 6/2/97

From: **John Wickham**

Subject: **LIMS Team Meeting Minutes for 5/29/97**

Attendees: S. Laffoon, D. Lisbon, F. Logan, R. Lipps, J. Sampson, J. Wickham

Business Conducted:

- Reviewed last agenda from 5/15/97 meeting.
- Reviewed some items from 5/20 presentation to Dick Cox staff, including the request for Goffman references.
- Team is waiting for budget approval for Goffman's time.
- There was some discussion on the topic of LIMS as a service to R&D or a requirement of lab operations, i.e., should its use in R&D be optional or mandatory, and which parties will these decisions.
- There was also interest in determining whom in R&D might be resistive to a LIMS and then do analysis to determine why these individuals are resistive, and what it would take to make the LIMS acceptable.
- The top-level time line was reviewed, next course of action is to identify first round of individuals for interviews.
- The team discussed ways and methods for determining measures. How will we manage the process? Since the team is chartered with making a recommendation and not an implementation, there was some confusion over just exactly how to accurately measure our progress. Daniel Lisbon will research techniques for determining measures given the type of work at hand.
- Robin Lipps suggested that the team should conduct it own JAD session and start ironing out LIMS requirements as viewed by members of the team.
- Daniel Lisbon announced that he will no longer facilitate the team after July 1, 1997

Action Items:

- Identify the first round of laboratory individuals to participate with the LIMS team in interviews and JAD sessions.
- Initiate search for Goffman references.
- Daniel Lisbon will research other methods and techniques for determining measures for the team's work.

Next Week's Agenda:

PM3000468675

Source: https://www.industrydocuments.ucsf.edu/docs/fgcl0001

- Goffman reference update
- Primary JAD list
- Identify Initial Tour
- Finalize Measures
- Process Check
- Set next weeks agenda

Distribution:
Ament, C.
Carmines, E.
Good, B.
Laffoon, S.
Lisbon, D.
Logan, F.
Sampson, J.
Wickham, J.

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